

Hitesh Sharma

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🎓 EDUCATION

10/2021 – 06/2024 New Delhi, India	Bachelor's Of Commerce University of Delhi
04/2019 – 03/2021 Agra, India	Secondary School Examination Kendriya Vidyalaya

💼 PROFESSIONAL EXPERIENCE

06/2023 – 07/2023 Bengaluru, India	Iffortis Worldwide Pvt Ltd HR Associate (Internship) <ul style="list-style-type: none">-Assisted in the recruitment process by screening resumes, scheduling interviews, and coordinating with candidates.- Conducted initial phone interviews to assess candidates' qualifications and cultural fit for the organization.- Supported the HR team in onboarding new employees, including preparing orientation materials and conducting introductory sessions.
07/2023 – 08/2023 New Delhi, India	Imarticus Learning Pvt Ltd Campus Ambassador (Intership) <ul style="list-style-type: none">-Promoted Imarticus learning programs and initiatives within the campus community, driving student engagement and enrollment.- Organized and conducted information sessions, workshops, and events to raise awareness about Imarticus courses and career opportunities.-Acted as a point of contact between Imarticus and students, addressing queries and providing detailed information about various programs.-Leveraged social media and other digital platforms to enhance the visibility of Imarticus offerings and attract potential students.- Collaborated with other Campus Ambassadors and the marketing team to achieve recruitment targets and enhance overall campus engagement
08/2023 – 12/2023 New Delhi, India	Internshala Internshala Student Partner (Intership) <ul style="list-style-type: none">-Acted as a liaison between Internshala and my educational institution, promoting Internshala's offerings and initiatives to fellow students.- Conducted workshops and seminars to raise awareness about Internshala's internship opportunities and resources.- Developed and executed campus engagement strategies to increase student participation in Internshala programs.- Assisted students in navigating the Internshala platform, providing guidance on internship applications and resume building.
05/2024 – present Delhi, Delhi	Stream Digital Services Customer Service Representative <ul style="list-style-type: none">• Handle outbound calls to follow up on customer requests and feedback.• Maintain accurate records of customer interactions and transactions.• Respond to customer inquiries and resolve issues via phone, email, and chat.

COURSES

2019	Advanced Diploma in Computer Applications SANC Computers Agra
07/2023	MS Excel Advanced Training Tareeqa Global Pvt. Ltd.
07/2023	HR Generalist and Payroll Tareeqa Global Pvt. Ltd.

ORGANIZATIONS

05/2023 – 05/2024 Shyam Lal College, University of Delhi	Enactus Vice President Leadership Experience: <ul style="list-style-type: none">- Led a team of students in implementing social entrepreneurship projects.- Developed strategies for community outreach and project sustainability.- Represented the organization in campus events and competitions.
2023 – 04/2024 Shyam Lal College, University of Delhi	Training and Placement Cell Treasurer Work Experience: <ul style="list-style-type: none">- Managed finances and budgeting for the Training and Placement Cell.- Coordinated with corporate partners and facilitated placement drives.- Organized skill development workshops and career counseling sessions for students.

SKILLS

- Leadership
- Financial Management
- Event Management
- Budgeting (resource allocation)
- Human Resource Management
- Communication and Interpersonal
- Time Management
- Organisational and Administrative
- Marketing and Promotion
- Multi Tasking

REFERENCES

Rishika Sharma, Jr. Executive Material Service Manager, Lufthansa Technik Pvt Ltd
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Rajesh Kumar, Security Supervisor, Israel Aerospace Industries
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